

### **CPCS September Invoice Load and Sweep Dates**

September 5, 2006 – Invoice Load Date

September 22, 2006 – Sweep Process @ 7:00 am Eastern Time.

**NOTE: The 'Partial' Year End Invoice Files will be loaded after the sweep has completed on September 22. CPCS will be unavailable to users until the Partial Invoice Load has completed. Users will receive a notification when CPCS is available.**

### **CPCS FY06 Year End Schedule**

September 21, 2006 – Statement Period Closes for Purchases Received by Citibank.

**NOTE: Purchases not received by Citibank by this date will be charged to FY07. Therefore, we recommend that cardholders should not make any purchases after September 18, 2006.**

September 22, 2006 – Load CPCS 'Partial' Invoices.

**NOTE: The Partial invoices will cover purchases from September 5, to September 21, 2006. Cardholders and Approving Officials will be notified when they can begin reconciliation and approval process.**

September 23, 2006 – CPCS is available for reconciliation and approval

September 24, 2006 – CPCS is available for reconciliation and approval

September 25, 2006 – CPCS is available for reconciliation and approval

September 26, 2006 – CPCS Sweep Process at 7:00 am Eastern Time

**NOTE: CPCS will be unavailable to users from September 26, 2006 through October 4, 2006 in order for the Bankcard Team to complete the FY06 Close and to update the Bureau Defaults, LO Default, and Cardholder Default Accounting Codes for the new Fiscal Year.**

Client Services CBS Help Desk support will be available.

### **Time Zone Reconciliation and Approval for Year End Transactions**

To avoid overloading CPCS and CFS and causing a potential system crash due to the high volume of Bankcard users accessing CPCS, we are strongly recommending that users observe the following time windows on **September 25, 2006** for reconciling and approving their transactions.

<b>NOTE: Anyone wanting to beat the rush and reconcile and/or approve CPCS</b>
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transactions from their home PC on Saturday, September 23, or Sunday, September 24, is encouraged to do so. CPCS is a WEB based application and can be accessed from any PC by entering the following URL: <https://noaabc1.rdc.noaa.gov:2000/>.

Client Services CBS Help Desk support will be available on Saturday and Sunday from 7:00am until 5:00pm ET.

If you choose to access CPCS from home or another PC, we strongly recommend that you establish connectivity prior to the weekend of September 23rd. In addition, we recommend that you use Internet Explorer because it will automatically install the J initiator for you.

Approving Officials should wait until their cardholders have reconciled before they access CPCS.

**Central Time Zone** - Cardholders and Approving Officials should reconcile and approve their transactions between **10 am and 12 pm CT on Monday, September 25, 2006.**

**Mountain Time Zone** - Cardholders and Approving Officials should reconcile and approve their transactions between **11 am and 1 pm MT on Monday, September 25, 2006.**

**Pacific Time Zone** - Cardholders and Approving Officials should reconcile and approve their transactions between **12 pm and 2 pm PT on Monday, September 25, 2006.**

**Eastern Time Zone** - Cardholders and Approving Officials should reconcile and approve their transactions between **7:30 am and 11 am ET on Monday, September 25, 2006.**

**NOTE:** On September 25, 2006 all users may access CPCS anytime after 5:00 pm for Eastern Time, 4:00 pm for Central Time, 3:00 pm for Mountain Time, and 2:00 pm for Pacific Time.